Creating a Standard Page

The standard page template will be used for most web pages. This template offers many options to display your content.

1. To create standard pages select Standard Page from the New menu.

2. Select your Parent Folder. This is where the webpage will be stored. Once you find your folder click Confirm. If you do not have a folder please see our other tutorials on how to create one.
3. Fill in the Metadata fields. These fields are used by search engines to find and display a short summary about your page.

a. **Display Name**: this will show in the navigation area on the left side of the page if you choose. You will probably want to type this title in Title Case. You should not use any special characters in the Metadata fields.

b. **Page Title**: Shows on the browser tab and helps Search Engines like Google to find your page. Every page should have a unique Page Title. Start with the page name, which in the example below is ‘Degrees’, then a dash followed by the department name which is ‘Culinary Arts’, then a dash followed by ‘Career Technical Education (CTE)’, then a dash followed by ‘Grossmont College’. Put it all together and it looks like this:

   **Degrees – Culinary Arts – Career Technical Education (CTE) – Grossmont College**

   This way search engines can find your page using any combination of the words in this title and the browser tab will show the title of the current page.

c. **Keywords** (optional): these words will help a user find your page. Separate the keywords with a comma. For example, keywords might be – community college, your department name, any typical words that would be used when searching for this page.

d. **Description** (optional): this is a short summary. What words would you want Google or Yahoo to display when someone searches for your site?

e. **Include in left navigation**: this tells the system whether you want this title to show in the navigation area on the left side of the page.

4. Then you are ready to begin entering your main content.
5. Once you have finished editing hit Submit.

6. Once you have completed editing your page don’t forget to publish it. Select the Publish tab and click Submit.

Note: If you are not ready to submit your page you may save it as a draft and continue working on it at a later time.

Note: Items marked with a yellow asterisk * are required.

The Standard Page Template offers various features that allow you to customize the page to your needs. For information on how to insert a particular kind of feature please see our other tutorials. Many of the features on the standard template are optional. You can use all of them or none of them to customize the page to your needs.